



June 20, 2019

Meeting Minutes

CALL TO ORDER– Chair Dennis Fagan called the meeting to order at 9:00 AM in the STC conference room.

ATTENDANCE

Chemung County – Nicolette Wagoner; Ernie Hartman; Tom Sweet; David Manchester; Ed Fairbrother; Randy Reid

Schuyler County – Kristin VanHorn; Dennis Fagan; Phil Barnes

Steuben County – Amy Dlugos; Jack Wheeler; Heather Reynolds; Jenn Miller; Joe Hauryski; Scott VanEtten; Bob Nichols; Steve Maio

STC Staff – Chelsea Robertson; Victoria Ehlen; Janet Thigpen; Maggie Costello; Brittany McKerlie; Stephanie Yezzi; Yvonne Terwilliger

APPROVAL OF THE MINUTES – On a motion duly made (Sweet/Hartman) and carried, the minutes of the May 9, 2019 meeting were approved.

COMMITTEE REPORTS

BUDGET AND PERSONNEL COMMITTEE

- a) Discussion about potentially restricted funds in our budget based on a past gift from Marcia.
- b) GIS hiring process update – We are continuing to evaluate our options; we're having some difficulty in replacing David Bubniak. Chelsea has begun the interviewing process with a variety of applicants.
- c) Regarding expenses – The website and server will likely need to be upgraded.
- d) STC staff will be cleaning out the office in August and removing any unnecessary paperwork and/or electronics. We are looking into a mobile work crew from Steuben or possibly a reasonably priced private vendor to dispose of these items.
- e) Disability insurance – We are looking into the feasibility and likelihood of increasing our disability insurance in terms of the benefit, from \$170 per week to \$510 per week. We will have more detailed numbers regarding this at next month's meeting.
- f) Personnel policy – Work continues on this, with plans to present the completed revisions at our July meeting.

AUDIT COMMITTEE

Abstract of Claims – The audit committee reviewed abstracts totaling \$21,743.80. On a motion duly made (VanEtten/Barnes) and carried, the abstracts were approved.

REGIONAL PROGRAM ACTIVITIES

- 1. WORC** – The Department of Labor has created a new grant program that's in effect in the Appalachian Region and the Delta Regional Commission area. It benefits people in two ways: 1) by training people who are not currently working, and 2) by increasing the skills of those who are already employed. This WORC funding is a three-year grant and the minimum grant amount is \$150,000.00, but it's 100% grant funded and there's no match requirement. The funding should come out in future years, we think next year the same funding pool should be available. In applying for this grant Victoria suggested we emphasize that service on boards is a training opportunity for those board members. In doing board service people are gaining HR, budgeting, and customer relations experience that they might not have received in their normal day to day tasks. She noted that we need additional board development on non-profit boards as well as on planning and zoning boards.
- 2. LWRP Project – Historic Structures** – Stephanie explained that the goal of the LWRP Project is to work with communities to identify the structures that are either state or federally protected historically, or locally recognized as ones that they would like preserved. Many times the historic structures are located in downtown flood prone areas and if they become flooded and the repairs are too costly for the owners, the buildings become abandoned. This project will help create an inventory of these structures and then come up with guidelines of cost-effective ways for the owners in the communities to elevate and preserve these flood prone buildings. Flood insurance is lower for structures that are protected historically. Recognizing these structures is an important part of revitalizing our downtown areas.
- 3. ESD/ARC – Brownfield Redevelopment Profiles** – Stephanie told the Board that the goal of this project is to create a manual containing all participating brownfield sites as well as resources for funding, contacts for further information, and local laws and processes that a developer may need to know when purchasing a property. STC will work with economic development groups as well as counties and local communities to determine which sites will be included in the project. STC will then research each site to create a profile for the manual. The final portion will be a series of presentations to economic development groups and communities to outline site opportunities and determine ways in which each site can be marketed for redevelopment. Stephanie provided handouts with a description of the projects and a breakdown of each of the project costs.
- 4. Letters of Support & Regional Councils** – Chelsea gave an update about letters of support saying that any person on the Regional Council that signed a letter of support couldn't then vote on the project. However we have confirmed that someone else on that person's staff can sign a letter of support and the person on the Regional Council would still be able to vote.
- 5. Intergovernmental Reviews** – Janet Thigpen

1912 Sec. 128(a) Brownfield State Response Program Cooperative Agreement

Project Applicant: NYS Department of Environmental Conservation

Description: Money to be used by the NYSDEC to oversee the Brownfields program.

Federal Agency: Environmental Protection Agency

Cost: Federal: \$556,575.00 Applicant: 0 Total: \$556,575.00

1913 Capitalization Grants for Drinking Water State Revolving Funds

Project Applicant: NYS Department of Health

Description: Project funding for publically owned sewer systems and public drinking water systems.

Federal Agency: Environmental Protection Agency

Cost: Federal: \$44,938,000.00 Applicant: \$8,987,600.00 Total: \$53,925,600.00

On a motion duly made (Barnes/Hauryski) and carried, the intergovernmental reviews were approved.

OTHER BUSINESS

- 1. Next Board Meeting** – The next meeting will be on July 18, 2019
- 2. “Jr. Planner” Welcome** – Chelsea announced that STC planner, Stephanie Yezzi is having a baby in November! 😊

ADJOURN – on a motion duly made (Fagan) and carried, the meeting adjourned at 9:20 AM.

Respectfully submitted,
Yvonne Terwilliger
Executive Assistant